

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day]. This decision comes as I have decided to focus on fostering family relationships that are important to me.

While I have enjoyed my time working with the team and have learned a great deal, I believe this is the right step for my personal growth and family commitments.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively over the upcoming weeks.

Thank you for the support and opportunities for development that you have provided during my time here. I hope to maintain our relationship moving forward.

Sincerely,

[Your Name]